

C-O-N-F-I-D-E-N-T-I-A-L

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28 MAR 1985

MEMORANDUM FOR: Deputy Director for Operations

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Evaluation of the Agency's Information
Security Program

96-8

1. Attached for your information is the Information Security Oversight Office's (ISOO) report on its FY 1984 inspections of the Agency's information security program. As you will note, the ISOO inspections focused on the review of classified documents for proper classification and markings, safeguarding procedures, information security training programs, and the degree of understanding by Agency personnel in making original and derivative classification decisions. With the exception of some inconsistencies in classification markings, ISOO found that CIA met or exceeded the standards established by Executive Order 12356 and its implementing directive.

2. Please express my appreciation to [redacted] of NE Division for her cooperation and the excellent briefing she provided during this inspection. [redacted]

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[redacted]
Harry E. Fitzwater

Attachment:
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DDA/OIS/IRMD/IMB dcw (21 March 1985)

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**Report of Inspection by
The Information Security Oversight Office
of the
Central Intelligence Agency**

I. General

On March 15, May 3 and August 28, 1984, [redacted] Program Analyst, Information Security Oversight Office (ISOO), inspected the Central Intelligence Agency's (CIA) information security program to evaluate its compliance with Executive Order 12356. [redacted] was accompanied by CIA liaison [redacted] Chief, Information Management Branch. ISOO's FY 1984 inspections continued to concentrate on agency training programs; marking and safeguarding; and in particular, focused on the degree of understanding CIA personnel had of relevant provisions of E.O. 12356 as they relate to original and derivative classification.

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II. Findings

A. Classification/Marking

The agency continues to use its classification guide as a basis for its derivative classification. CIA procedures for using the guide as a basis for a derivative classification are more effective than procedures in most other agencies because CIA officials marking the documents are required to identify the specific item in the guide. This procedure facilitates the conduct of audit trails to determine if the level and duration assignments are proper.

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B. Training

Personnel responsible for the classifying and marking of documents continue to receive effective initial and refresher training. Immediate corrections are made when errors in marking procedures are detected. Training in the handling, safeguarding and use of classified information is an ongoing program with frequent refresher sessions and constant observation.

C. Safeguarding

The agency has excellent procedures for the transmittal, storage and handling of classified information. Programs and procedures are constantly reviewed to determine if they require upgrading or modification. Individual offices have strict programs for the checking and control of classified information in their possession. No deficiency was detected during the course of the inspections.

III. Conclusion

The Central Intelligence Agency's information security program is in compliance with the Executive Order and the ISOO Directive.

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IV. Recommendations

Documents should be periodically checked [redacted] to determine if they are in compliance with the [redacted] Order. When deficiencies are detected, the responsible official should be notified and errors corrected.

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